



Welcome

The Sea Grant Dean John A. Knauss Marine Policy Fellowship, established in 1979, aims to provide a unique educational experience to students who have an interest in ocean, coastal and Great Lakes resources and in the national policy decisions affecting those resources.

The program matches highly qualified graduate students with host offices in the legislative and executive branches of government located in the Washington, D.C. area for a one year paid fellowship. Since 1979, Sea Grant has brought over 1,400 post-graduate students to work in the executive and legislative branches of government. For the 2022 Legislative class, we anticipate placing 17 Fellows.

This prospectus is intended to describe the program, as well as all the details to host a fellow throughout the year. The table of contents provides links to allow you to easily revisit a topic at any time in the year.

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1. The National Sea Grant College Program

The National Sea Grant College Program (Sea Grant) oversees 34 state Sea Grant programs located in every coastal and Great Lakes state, Puerto Rico, and Guam. These programs serve as the core of a dynamic, national university-based network of over 300 institutions involving more than 3,000 scientists, engineers, educators, students, and outreach experts. This network works on a variety of topics vital to human and environmental health, including water quality, coastal hazards, domestic seafood, and biotechnology.

2. The Sea Grant John A. Knauss Marine Policy Fellowship

Sea Grant's John A. Knauss Marine Policy Fellowship program provides a unique educational and professional experience to graduate students who have an interest in ocean, coastal, and Great Lakes resources and in the national policy decisions affecting those resources. The fellowship is named after one of Sea Grant's founders, former NOAA Administrator John A. Knauss. It matches nationally selected finalists with host offices in the Federal government located in the Washington, D.C. area for a one year non-renewable, paid fellowship. Fellowships are subject to the availability of federal resources and occur on a February 1 to January 31 cycle.

The class of fellows is split into two cohorts—legislative and executive.

- Legislative fellows are selected to work in the U.S. House of Representatives and U.S. Senate and are funded by the Sea Grant appropriation. Fellows can be placed in both personal and committee offices.
- Executive fellows are placed in Federal agencies with marine policy-relevant missions and the funding to support a fellow. Executive fellows have served in the Army Corps of Engineers, Coast Guard, Committee on the Marine Transportation System, Department of Energy, Department of Interior, Department of Treasury, Environmental Protection Agency, Marine Mammal Commission, National Oceanic and Atmospheric Administration, National Science Foundation, Navy, Smithsonian Institute, State Department, and the White House.

A list of prospective host offices from previous years (and their posted positions) is available on Inside Sea Grant (<http://seagrants.noaa.gov/insideseagrants/Knauss-Fellowship/Host-Resources>).

a. Benefits of Hosting a Fellow

Fellows add significant talent, knowledge, and capacity to their host offices. They are graduate students or recent graduates with PhDs, Masters, or JDs that focus on coastal, marine, or aquatic related fields. Fellows are selected to participate in the program based on a combination of their academic record, career goals, recommendations and endorsements, and relevant experience. They are capable of working alongside federal partners and legislators and are eager to learn about the process of policy-making. Fellows are more than students or interns. They are highly qualified early career professionals.

b. Selecting Finalists for the Fellowship

Finalist Selection Process: Finalists are selected through a multistage, competitive selection process. In the first stage, each Sea Grant program interviews and recommends qualified current or recent graduate students to participate in the National Sea Grant Knauss fellowship. The second stage is a national competition conducted by the National Sea Grant Office. This year, the National selection process occurred in two phases, an individual merit review stage (~100 reviewers), followed by a review panel (17 reviewers). Reviewers at both stages included federal agency representatives, Sea Grant program representatives, current and former fellows, and a member of the National Sea Grant Advisory Board. Based on both the individual merit reviews and panel discussions, the review panel made recommendations to the Director of the National Sea Grant College Program who then selected the 2021 Knauss Finalist class.

Legislative and Executive Cohort Selection: After selection of the class, the National Sea Grant Office hosts a webinar for all finalists, which provides details on the differences between executive and legislative positions. For the 2022 class, the National Sea Grant College Program Director selected 57 executive and 17 legislative finalists based on multiple factors, including preferences elicited from the finalists, geographic diversity, input from the selection panel, and the content of the finalists' application packages. This step in the selection process was added in 2017 to ensure that the legislative cohort is composed of well-qualified, non-partisan candidates committed to working on oceans and coastal issues for any Member of Congress in either the House or Senate and in either a personal or committee office.

3. Host Responsibilities

Hosts will provide an educational opportunity to fellows who will in turn provide substantial, professional contributions to the office. Hosts are expected to involve fellows in substantive issues that contribute to the office's mission and honor the fellow's educational and career goals. This is a professional development program, and hosts are also expected to encourage and allow fellows to attend hearings, lectures, conferences, workshops and fellowship functions. Fellows may also participate in field experiences related to office goals and the fellow's professional interests, when appropriate.

a. Consideration for becoming a Host

Host offices will be considered based on the following criteria:

- The quality of the fellowship opportunity;
- The level of educational benefit for the fellow; and
- The host office's previous experience working with interns, fellows, or other mentoring/educational programs.

For the Legislative Fellowship, costs are covered by the National Sea Grant Office which include the entire cost of the 12-month fellowship (stipend, health insurance reimbursement, moving expenses, professional development and travel costs, and the administration of the fellowship).

b. Host Requirements

Host offices will be required to fulfill the following:

- Participate in the placement process, which includes providing a detailed job description for the position, developing a 3 minute video highlighting the character of the office, giving a 7-minute presentation about the position to the finalists and providing ample time for interviews throughout the week.
- Sign the required ratification document, if matched with a fellow.
- After Placement Week, maintain contact with the fellow prior to their arrival, including arranging start date and location.
- Provide necessary equipment, including a desk, phone, computer, internet access, and file storage space. Provide general office information and paperwork prior to the fellow's arrival.
- Abide by both NOAA and your agency's sexual assault and sexual harassment policy.
- Review office policies including: work hours, time for the fellow to work on outstanding graduate school commitments (if needed), vacation and sick leave (we recommend a baseline of 14 days/year), and attendance at fellowship functions, conferences, hearings, and meetings.
- Work with the fellow to create and sign off on a Professional Development Plan documenting goals and expectations for the fellowship year. Fellows are allocated funds to be used during the year for degree-related or professional development travel. The amount of funding available to the fellows varies among Sea Grant programs.
- Meet with the Knauss Manager at least once during the fellowship year to provide feedback on fellow performance.
- Complete a 6-month and end of year review with the fellow.
- Allow the fellow broad exposure to the issues and projects of the division/office. This may include meeting with other office staff or participating in joint projects with other offices.
- Provide mentorship to the fellow.
- Provide feedback to the fellow for their end-of-year report evaluating progress in achieving their Professional Development Plan at the conclusion of the fellowship.

Participation in the fellowship program is a privilege, not a right, for both fellows and host offices. To earn this privilege, fellows must continue to justify this benefit by demonstrating diligence and adaptability to the host environment. Likewise, the host office should be sensitive to the fellow's educational and professional development needs; this is an educational fellowship. Additionally, fellows and hosts must maintain a safe and inclusive workplace free of harassment of any kind.

A Sea Grant Knauss program manager will adjudicate problems that may arise between fellows and hosts. After due and open consultation with and in consideration of the mutual rights and interests of the fellow, the host, the sponsoring Sea Grant program director, and the National Sea Grant Office, actions may be taken to address any problems.



Fellows that do not complete at least 10 months of the fellowship (i.e., leave their host office before November 1, 2022) may not be considered alumni of the program. Individual circumstances will be considered on a case-by-case basis.

4. How to Become a Host

a. General Timeline

General Host Schedule *subject to change	
Hold the Date Email	November
Invitation to Host	November
Host Information Webinar	December
Get To Know You Video Recording	December
Placement Week	January
Fellowship Orientation	Feb. 1-2 (All Day)
Start Fellowship	Feb. 3

*updated 11/5/2021

b. Application Process

i) Application

All interested offices are required to fill out the Knauss Host Application. Legislative Knauss Host Applications can be found on the Host Resources page:

<http://seagrants.noaa.gov/insideseagrants/Knauss-Fellowship/Host-Resources>

Hosts must provide the following information:

- Name of the primary mentor for the host office
- Primary point of contact for Placement Week
- Position Description that shows how office's work relates to ocean, coastal and Great Lakes resources and related national policy
- Host location, contact information, and anticipated interview platform
- Telework and office policies, as they relate to COVID-19 (we understand that these may change, but please provide to the best of your knowledge)
- Office Culture, such as specific efforts your office is making to create a safe and welcoming work environment

ii) Get to Know You Videos

The intention of these videos is to help provide the fellows a context of who you are in the place of and in addition to happy hour events. These videos are meant to be an opportunity for you to show the



non-work side of your office. Be creative and have fun with them. Invite those who you expect to be involved in the interviews or with the fellows to join. Feature your dogs, cats, paintings, musical talents, shell collection etc.. We do encourage you to think outside the box, however, please keep these videos appropriate for the workplace!

In an effort to ease the burden on you as a host office, we will ask that you schedule a time with us prior to the submission deadline to record the video via GoToMeeting. If you create a video and subsequently can no longer participate, we will remove your video. Please see Appendix b for more information.

c. Placement Week

The matching process between finalists and host offices takes place during the Placement Process. This year's placement process occurs across a two-week period for the legislative cohort. During these times, the finalists will participate in virtual interviews with, and be placed in, a legislative office. For all finalists, the process includes interactions with alumni who have worked in a range of host offices, presentations from each prospective host office, and finalist interviews with the host offices. To ensure a level playing field for all finalists and hosts, finalists are not permitted to have contact with host offices prior to Placement Week.

Following the interview period, prospective host offices will rank their preference for the finalists they have interviewed. Finalists will also rank the offices with which they interviewed. Both sets of rankings are submitted to the National Sea Grant Fellowship Manager.

Prior to and during the placement process, host offices are not permitted to make direct contact with any of the finalists to share their rankings, or provide any additional information about the host office or the duties of the prospective position outside structured interactions.

Placement decisions for legislative classes will be made by a matching algorithm (see matching below).

The final Agreement between the National Sea Grant College Program, the host office, and the placed fellow is to be signed and returned to the National Sea Grant Office prior to the start of the fellowship.

To ensure that the matching process continues to be objective and apolitical, the National Sea Grant Office is continuing the process that includes: a comprehensive approach to the selection for each class, as detailed above; recruitment of diverse host offices and finalists; and, if requested, additional one-on-one guidance to interested host offices prior to Placement Week on how to successfully recruit fellows.

i) General Placement Week Components

- Host Presentations: Presentations will be held virtually via GoToWebinar. Each position will be limited to a 8-minute presentation (including time for questions). The goal of the presentation is

for the host to pitch the office to the finalists. Potential hosts should discuss office priorities, opportunities the fellow may have, office culture, or anything else that makes the office stand out.

- Interviews: Finalists will be invited to sign up for interviews with host offices of interest. The interviews will all be conducted virtually on the hosts platform of choice and will last no longer than 30-minutes. The maximum number of interviews a Host may expect is 17 over the course of three days.
- Office Hours: The office hours session is an open networking session, during which time the finalists are able to return to different host offices and ask additional questions.
- Top Three: Finalists will have the opportunity to disclose their top three offices to the Fellowship managers. The fellowship managers will then relay this information to the host offices immediately following the Office Hours session. Host offices will only know if they are in a finalists' top three.
- Call Backs: The call back process is OPTIONAL, and should be used only if the host office needs to meet with a finalist for additional time. For example, the call backs could be used to help break a tie between a few finalists or if someone in your office was unable to attend the interviews, but would like to meet with a few finalists. Hosts are allowed to request to speak with UP TO THREE finalists. Hosts can only invite finalists that you interviewed. The conversations will be NO MORE than 15 minutes.
- Ranking: Both hosts and finalists will submit their ranking form to the National Sea Grant Office for use in the Match Process (see *Matching* section for more information).

ii) Placement Week Rules

Interviews:

- Finalists will interview with a minimum of 18 offices
- Finalists will interview with at least five offices from each party (an independent office will be counted with the party with which they caucus)
- Finalists will interview with all (Majority and Minority) NOAA Sea Grant Committees of Jurisdiction (House Science, House Natural Resources, Senate Commerce, and Senate and House Appropriations) that request to Host a fellow

Code of Conduct:

- Neither the hosts nor the finalists will share who their top ranked is with the other
- Neither the hosts nor the finalist will ask the other who their top ranked is
- Neither the hosts nor the finalists will make promises that they cannot follow through with
- Hosts offices will not ask finalists to divulge their political affiliation
- There will be no contact between hosts and finalists other than during official placement week events, including providing the virtual interview link.
- The ranking sheets will only be viewed by the National Sea Grant Office Knauss Management Team. They will not be shared with either the finalists or the hosts.

Finalist Ranking:

- Ranking sheets will be returned to the Program Manager (oar.sg.fellows@noaa.gov) no later than 12:30 pm EDT on Friday, January 21, 2022
- Finalists may only rank those offices with which they interviewed
- Finalists should put in rank order the host offices with which they would like to work
- Within the top 8 ranked host offices, finalists will include:
 - At least three offices from both parties (Democratic and Republican)
 - At least two Senate and two House positions (Personal or Committee)
 - At least one NOAA Sea Grant Committee of Jurisdiction (this also counts as one of the three offices for a party)

Host Ranking:

- Ranking sheets will be returned to the Program Manager (oar.sg.fellows@noaa.gov) no later than 12:30 pm EDT on Friday, January 21, 2022
- Hosts may only rank those finalists who interviewed with the office
- Hosts should put in rank order the finalists with whom the office would like to work
- Host offices are encouraged to rank all of the finalists that they are willing to host. The National Sea Grant office encourages potential hosts to rank no less than 75% of the finalists that they interview as it increases the chance of receiving a match to host a fellow

iii) Matching:

Finalists will be placed in host offices based on the Finalist and Host rank order, within the following guidelines. If these guidelines are not met, then the spots will be opened up to the remaining potential hosts.

The goal of Sea Grant's placement process is to have a rich political balance across the Congress. Our intent is to place at least one-third of the cohort with each party (the 2022 Cohort consists of 17 Legislative Finalists). For this to occur, both parties need to provide a sufficient number of host opportunities and those hosts must fully participate in the placement process.

Full participation in the placement process is defined as respecting all deadlines and the code of conduct, conducting interviews and submitting a ranking form.

1. NOAA Sea Grant's Committees of Jurisdiction (House Science, House Natural Resources, Senate Commerce, and Senate and House Appropriations) will be ensured a fellow if:
 - a. the Committee of Jurisdiction submits a position description and fully participates in the placement process; and
 - b. the Committee ranks at least 12 of the 17 finalists interviewed.
2. Our intent is to place at least 33% of the fellowship class with any party that provides at least two more positions than $\frac{1}{3}$ of the cohort size. Providing fewer available placements will result in fewer guaranteed placements for that party.



- a. The count will be composed of personal and committee host offices. For example, two committee placements and four personal office placements could constitute the minimum for a party.
 - b. An independent candidate will be counted with the party with which they caucus.
 - c. A party will not be guaranteed more than 33% of the cohort.
3. Specifically, for 2022 there are 17 legislative finalists. One-third of the class is considered to be six individuals. Therefore, Sea Grant intends to place at least six fellows per party **IF** a party is represented by a minimum of eight hosts that complete the placement process. If fewer than eight hosts from either party complete the placement process, that party will potentially receive two less placements than the number of hosts made available. Neither party is guaranteed more than 6 fellows.

For 2022, placements will be made by a matching algorithm incorporating the guidelines above. The algorithm takes into account both the preference of the hosts and the finalists and produces matches that maximize the preference of both sides. This algorithm is best explained by the stable marriage problem (video explanations: [first video](#), [second video](#)). Though this does not guarantee everyone receives their top choice, it does result in the best overall matches for the class. The National Sea Grant Office has tested the algorithm against the paper process used for the legislative class of 2020 and the algorithm produced the same placements.

If any finalist does not have a placement at the end of the process described above, then NSGO will work with those finalists and remaining host offices on a case by case basis to determine placements.

5. Contact Information

More information can also be found at:

<https://seagrants.noaa.gov/insideseagrants/Knauss-Fellowship/Host-Resources>

EMAIL: OAR.SG.fellows@noaa.gov

PHONE: 240-507-3712

6. Appendices

Appendix a: GoToWebinar Guide

You have been invited by the National Sea Grant Office to participate in a webinar via the GoTo webinar platform.

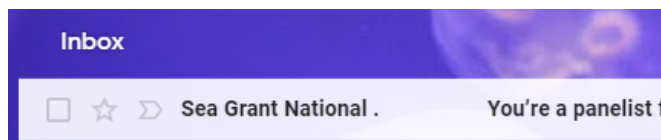
This is a quick guide on how to participate as a panelist.



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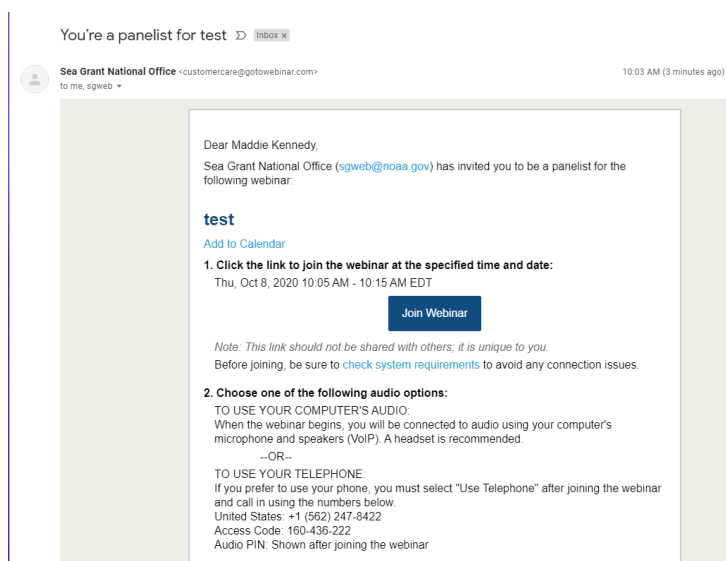
Invitation:

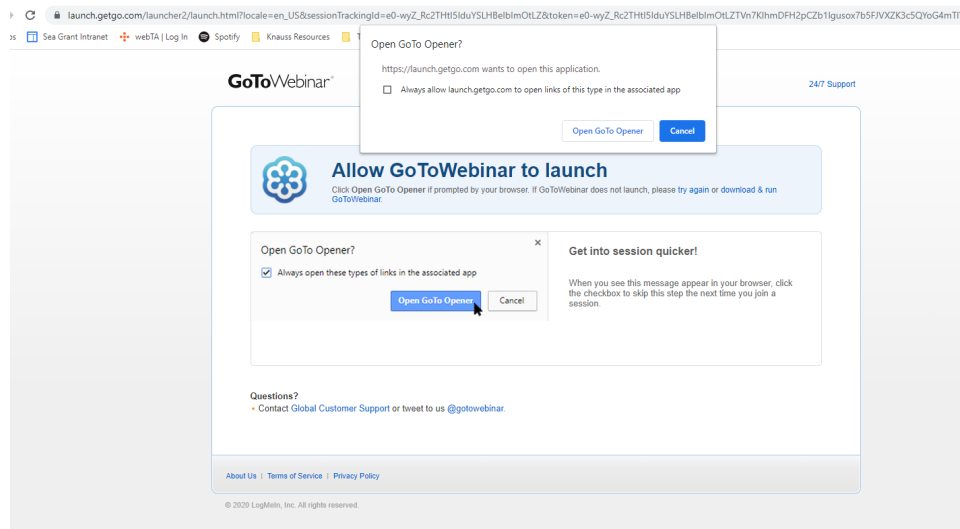
You will receive an email directly from the GoTo Webinar System from “Sea Grant National”. Please save this email as it is your unique link to the webinar.



Joining the webinar:

Within the email you received from the system, simply click the link provided in the body of the email. If you need to call, that information is also available.





Controls in the GoTo Platform:

****NOTE:** You will enter the meeting muted. You will need to unmute and turn on your camera manually.



Check your system:

If you would like to test your system prior to joining you can do so here: [check system requirements](#).

Appendix b: Get to Know You Video Guide

As part of the placement process, the National Sea Grant Office (NSGO) will be recording videos with the goal of demonstrating the personality and character of the finalists and host offices. The goal is to help provide common ground for discussion as well as stand in the place of the traditional networking events.

These videos will be available prior to and during the placement process. More information on how these videos can be viewed will be provided closer to the placement process. Please do not share these videos with anyone outside of the placement process.

In an effort to standardize these videos, the NSGO will be recording all these videos and providing question prompts. Each recording session will take about 15 minutes and will be hosted via GoToWebinar. We would prefer to record these in house, as it will allow for us to ensure ADA compliance and for easy upload for sharing. Directions on how to sign up will be provided via email.

Along with the prompts, we encourage hosts and finalists alike to bring a bit of their own personality to the videos. Think creatively, you may want (but don't feel pressured) to bring a pet (furry, slimy or flappy), a piece of art, a cool background, a song, a special skill, etc. While these videos are meant to be casual and fun, we ask that you remain professional. NSGO staff are happy to provide tips in advance of recording.

In order to provide direction for these short videos, we have developed the following prompts. We encourage you to choose 3-5 of these questions to answer. For hosts with multiple people joining, just recognize, these are not meant to be long so please keep your stories short.

Host Prompts:

Everyone will be asked the following bullet:

- Tell us the highlights of your background (i.e. name, what office/program do you represent, where are you from, what was/is your major area of study).

Please choose TWO of the following bullets (or bring your own questions/prompts):

- In five sentences or less, tell us about a place you love/would visit and why?
- Tell us something about your personal Hero
- What is your superpower?
- What is your TEAM "superpower" as in special or secret skill?
- Tell us a DC story
- Tell us a story that will help us remember you - An "only in DC" experience you've had, your favorite place to go in the DC, MD, VA area
- What sort of professional groups do you participate in/personal interests do you have outside of work (volunteer, social, etc.)?
- What's a fun tradition in your office or an annual event that you look forward to?



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- What new hobby did you pick up in the last year?
- Tell us about some of your personal interests outside of work

Finalists Prompts:

Everyone will be asked the following bullet:

- Tell us the highlights of your background (i.e. name, where are you from, which Sea Grant program nominated you , what was/is your major area of study).

Please choose TWO of the following bullets:

- In five sentences or less, tell us about a place you love/would love to visit and why.
- What is your “superpower” as in special or secret skill?
- If you could choose any superpower, what would it be and why?
- Tell us a story that will help us remember you.
- Fill in this sentence: When I’m not busy ____ (something work related), you can usually find me ____ (something fun).
- If you could make any invention what would it be and why?
- What new hobby did you pick up in the last year?

The NSGO Fellowships team have recorded example videos of themselves for you all to get an idea of what to expect. They can be viewed [HERE](#).



Appendix c: 2022 Detailed Legislative Calendar

THIS AGENDA IS SUBJECT TO CHANGE (updated 11/15/2021)										
Knauss Placement Week 2022 Knauss Fellowship Host Schedule										
	Tuesday Jan. 11	Wednesday Jan. 12	Thursday Jan. 13	Friday Jan. 14		Monday Jan. 17	Tuesday Jan. 18	Wednesday Jan. 19	Thursday Jan. 20	Friday Jan. 21
9:00					9:00					9:00-9:30 Hosts schedule Call Backs (if requested)
9:30					9:30					
10:00					10:00					
10:30					10:30					
11:00					11:00					9:30-12:00 Call Backs (if necessary) Platform of Choice
11:30					11:30					
12:00					12:00					By 12:30 All: Submit Ranking Forms
12:30					12:30					
1:00					1:00					
1:30					1:30					
2:00	10:00-6:00 Host Presentations GoTo Webinar		Interview Scheduling NSGO/Hosts	Interview Scheduling NSGO/Hosts	2:00	MLK HOLIDAY	INTERVIEWS Platform of Choice	INTERVIEWS Platform of Choice		1:00-4:00 Placement Process NSGO
2:30		1:00-5:00 Fellows Schedule Interviews			2:30					
3:00					3:00					
3:30					3:30					
4:00					4:00				4:00-6:00 "Office Hours" Platform of Choice	4:00-5:00 Placement Celebration GoogleHangout
4:30					4:30					
5:00					5:00				Hosts will receive Top Three List (if applicable) immediately following the office hours session	All: Finalize Ratification
5:30					5:30					
6:00					6:00				Submit Call Back List BY 6:30 PM EST	
6:30					6:30					



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Host Schedule 2022	
Placement Week 101 Webinar	Dec. 14 (12:30-2:00 PM EST)
Get to Know You Recording	Dec. 14-Jan. 5
Applications DUE	Jan. 5 (5:00 PM EST)
Interview Availability DUE	Jan. 7 (5:00 PM EST)
Placement Process	Jan. 11/12, 18-21, 2022
Submit Call Back Requests	Jan. 20 (6:30 PM EST)
Submit Ranking	Jan. 21 (12:30 PM EST)
Return Ratification (successful host)	Jan. 25